



PLAN REVIEW PACKAGE SUBMITTAL INSTRUCTIONS

1. Prior to submitting a plan review package, please make sure that you are familiar with the applicable regulations referenced in the table below.

| Facility Licensure Category | Licensure Chapter (6 CCR 1011-1) | Plan Review Provisions |
|--|-------------------------------------|---------------------------|
| <i>All licensed facilities</i> | <i>Chapter II</i> | <i>Part I¹</i> |
| Acute treatment unit | Chapter VI | Section 1.103(3) |
| Ambulatory surgical center | Chapter XX | Section XXIII.B |
| Assisted living residence | Chapter VII | Section 1.103 (3) |
| Birth center | Chapter XXII | Section XVII.A.2 |
| Community clinic/community clinic and emergency center | Chapter IX | Section 13.9 |
| Convalescent center | Chapter XI | Section 1.6.2 |
| Developmental disabilities | Chapter VIII | |
| Intermediate care facility | Subchapter 2 | Section 19.2 |
| Community residential home | Subchapter 5 | Section 4.1.2 |
| Dialysis treatment clinic | Chapter XV | Section 3.2 |
| Hospice | Chapter XXI | Section 17.2 |
| Hospital - acute care | Chapter IV | Section 4.101 |
| Hospital unit | Chapter XIX | Section 4.101 |
| Maternity hospital | Chapter XIV | Section 4.101 |
| Nursing home | Chapter V | Section 25.2 |
| Psychiatric hospital | Chapter XVIII | Section 32.3 |
| Rehabilitation center | Chapter X | Section 4.101 |

2. Compile the components of the plan review package, as listed below.
 - a. Completed [Construction Plans and Documents Form](#).
 - *Make a copy of the completed form for your records.*
 - b. Check for plan review fees payable to "State of Colorado Health Facilities and Emergency Medical Services Division."
 - *Remember that plan review fees are different from licensure fees.*
 - *Notate "Plan Review/[your facility's licensure category]" on your check.*
 - *Staple the check to the Construction Plans and Documents Form.*
 - c. Construction documents including specifications and scale drawings.

¹ Note that 6 CCR 1011-1, Part 1, Section 1.104 requires facilities to complete the plan review process within 24 months of being notified by the Department of the preliminary review findings. If the plan review process is not completed within 24 months, the facility must obtain the requisite extensions.

Specifications indicate electrical, mechanical and other features not shown on drawings. Scale drawings show the proposed general location, boundaries, approaches to and physical features of the site, other buildings on the site, means of water supply, sewage disposal, and other utilities to the site, and other services, as applicable, to ensure the review is accurate and complete. The drawings must also show the proposed layout of each floor of the facility with each room labeled as to its use and dimensions, and a general cross section of the structure indicating type of construction. In order to facilitate a timely initial review of the submittal, the design professional should include a Life Safety Sheet for each floor of the project. At a minimum, this Life Safety Sheet should include such items as:

- i. Building construction type.
 - ii. The calculated area which is the scope of the current project.
 - iii. Occupancy type the designer has designed the facility to be in compliance with.
 - iv. Location of smoke barrier walls.
 - v. Dimensions and square footage of each smoke compartment.
 - vi. Areas treated as a “suite of rooms.”
 - vii. Location of fire resistant walls and their fire resistance ratings.
 - viii. Rooms identified as “hazard areas.”
 - ix. The course and distance of the most remote exit access path (delineating the travel distance within the room or suite of rooms, travel distance in the corridor exit access, and total travel distance from the most remote area of the room or suite of rooms to the exit).
 - x. Any special considerations the design professional has taken into consideration in the design of the facility.
- *Construction documents must be submitted on a CD or DVD in Adobe PDF format with the full-size plans sized to no larger than ANSI/ARCH E size and a resolution set to no less than 300 dpi. All pages/sheets should be combined into one Adobe PDF for each book of prints.*

3. Submit the plan review package to:

CDPHE HFEMSD - A2
4300 Cherry Creek Drive South
Denver, CO 80246-1530
ATTN: Plan Review Intake

- *To facilitate timely processing, submit, all of the components of the plan review package together prior to construction.*²

² Initial licensure applicants should also note that the license application must be submitted at least 90 days prior to opening a facility. (See 6 CCR 1011-1, Chapter II, Part 2, Section 2.4.2.). To obtain the licensure application packet, please submit a completed [Letter of Intent](#).